

United Daughters
of the
Confederacy

ARTICLES OF INCORPORATION
BY-LAWS
STANDING RULES

November, 1958

ARTICLES OF INCORPORATION
OF THE
UNITED DAUGHTERS OF THE CONFEDERACY

Incorporated July 18, 1919, under the laws of the
District of Columbia

CERTIFICATE OF INCORPORATION

We, Mary B. Poppenheim, Sarah Lee Parry, Julia Neason Streater, Carolyn Snowden Fahnestock, Cordelia Powell Odenheimer, Janet Weaver Randolph, and Harriot Stoddert Turner, all of whom are citizens of the United States, the said Mary B. Poppenheim being a citizen of the State of South Carolina, the said Sarah Lee Parry being a citizen of the State of Missouri, and the said Janet Weaver Randolph being a citizen of the state of Virginia, and the said Julia Neason Streater, Carolyn Snowden Fahnestock, Cordelia Powell Odenheimer, and Harriot Stoddert Turner being citizens of the District of Columbia, do hereby certify that, pursuant to Sub-chapter III of the Chapter XVIII of the Code of Law for the District of Columbia, we have formed ourselves into a society or body corporate, and do further certify as follows:

First, The name or title by which said Society shall be known in law is "United Daughters of the Confederacy."

Second. The purpose for which the said Society is organized is perpetual.

Third. The business and objects of the Society are historical, benevolent, educational, and social—to honor the memory of those who served and those who fell in the service of the Confederate States; to protect, preserve, and mark the places made historic by Confederate valor; to collect and preserve the material for a truthful history of the War Between the States; to record the part taken by Southern women in patient endurance of hardship and patriotic devotion during the struggle, as in untiring efforts after the war during the reconstruction of the South; to fulfill the sacred duty of benevolence towards the survivors and toward those dependent upon them; to assist descendants of worthy Confederates in securing proper education and to cherish the ties of friendship among the members of the Organization.

Fourth. The number of its trustees, directors, or managers for the first year of its existence is seven and consists of the said Mary B. Poppenheim, Sarah Lee Parry, Julia Neason Streater, Carolyn Snowden Fahnestock, Cordelia Powell Odenheimer, Janet Weaver Randolph, and Harriot Stoddert Turner.

GIVEN under our hands and seals this twentieth day of April, A. D., 1919.

Mary B. Poppenheim,	(Seal)
Sarah Lee Parry,	(Seal)
Julia Neason Streater,	(Seal)
Carolyn Snowden Fahnestock,	(Seal)
Cordelia Powell Odenheimer,	(Seal)
Janet Weaver Randolph,	(Seal)
(Mrs. N. V.)	
Harriot S. Turner,	(Seal)

**BY-LAWS
OF THE
UNITED DAUGHTERS OF THE CONFEDERACY**

ARTICLE I - NAME

1.01 THE NAME OF THIS ORGANIZATION shall be the UNITED DAUGHTERS OF THE CONFEDERACY.

ARTICLE II - OBJECTS

2.01 THE OBJECTS of this organization shall be Historical, Educational, Benevolent, Memorial and Social, as set forth in the Articles of Incorporation, July 18, 1919.

ARTICLE III - ELIGIBILITY

3.01 Those ELIGIBLE for membership are women not less than 16 years of age who are lineal or collateral descendants of men and women who served honorably in the Army, Navy, or Civil Service of the Confederate States of America, or gave material aid to the cause; and women who are lineal descendants of members or former members of the organization, provided applicant is personally acceptable to the organization.

3.02 PROOF OF ELIGIBILITY may be obtained from the following sources:

1. State Departments of Archives and History, Confederate Records and Pensions.
2. State Historical Societies.
3. General Services Administration, National Archives and Records Service, Washington, D. C.
4. U. D. C. Business Office-Records from registered applications and from Veterans' Files.
5. Certified copy of an application for membership signed by two Confederate Veterans.
6. An authoritative publication. Give name of author, volume and page number, year of publication, location of library.
7. Certified data from tombstone. Give location, and enclose photograph if possible.
8. Certified copy of Confederate ancestor's pension application.
9. Certified records from Confederate Veterans Camps, and Sons of Confederate Veterans Camps.
10. Certified copy of ancestor's Cross of Honor application.
(Applicant must furnish certified proof of her relation to Veteran.)

ARTICLE IV - MEMBERSHIP

4.01. CLASSES OF MEMBERSHIP. Members may be active, associate and honorary members of chapters.

A. ACTIVE MEMBERS OF CHAPTERS. Only active members of chapters shall have the privilege of voting, holding office, serving on committees, being elected delegates or alternates to Division or General Conventions, and be listed on the chapter roll sent to Division Treasurer or to Treasurer-General.

B. ASSOCIATE MEMBERS OF CHAPTERS. Only active members of chapters may become associate members of another chapter, paying associate dues as prescribed by the local chapter.

C. HONORARY MEMBERS OF CHAPTERS. Chapters may elect as many honorary members as they desire. These men or women may

be those unable to prove eligibility for active membership, or active members of other chapters who have assisted in organizing a new chapter, or who have done outstanding service in some way to the United Daughters of the Confederacy. Dues shall be prescribed by the chapter by-laws.

4.02 HONORARY ASSOCIATE MEMBER OF GENERAL. This title may be conferred upon a man or woman in recognition of valued service to the United Daughters of the Confederacy, or in recognition of distinguished service in the preservation of the truths of Confederate History. The number of Honorary Associate Members of General shall at no time exceed three.

Names of nominees for this honor shall be recommended by the Executive Committee to the Executive Board, and a summary of nominee's service and qualifications for this high honor shall be presented to the Convention before vote by the assembly.

4.03 ADMISSION TO MEMBERSHIP shall be through a chapter.

A. An applicant for MEMBERSHIP THROUGH A CHAPTER shall be endorsed by two members of the chapter in good standing to whom the applicant is personally known. She shall be accepted for membership as prescribed in the chapter by-laws and shall be sent application blanks in triplicate.

The applicant shall fill out three U. D. C. application blanks, giving full name of Confederate ancestor or relative with authentic proof of his service and have papers notarized with seal.

The completed applications shall be returned to chapter registrar, accompanied by the required fees and dues, and after being properly signed and dated by chapter officers, shall be sent to the Registrar-General through the Division Registrar. (Refer 10.02)

If the application is approved, the member shall be registered; one copy of application being filed in the Business Office, and two copies returned to Division Registrar who shall file one copy and return one copy to Chapter Registrar. This shall constitute notice of enrollment.

In chapters where there is no Division, the chapter registrar shall send papers, fees and dues to the Registrar-General.

A member admitted after Sept. 1 shall be counted in the following year.

4.04 REFUNDS. If applications are not approved, all fees and dues shall be returned to the applicant, with the exception of \$1.00 to cover costs of mailing. Chapters may reimburse the applicant in full.

4.05 CERTIFICATES. Each registered member shall be entitled to a Certificate of Membership, duly attested by the President-General and Registrar-General, to which shall be attached the Seal of the United Daughters of the Confederacy.

Signatures on all certificates shall be of those holding office on the date of acceptance of the applicant into membership.

Certificates shall be forwarded from the Business Office to Division Presidents for signature, thence to Chapter Presidents, before presentation to the member.

Copies of certificates may be obtained from the Business Office for a fee of \$1.00 and shall be marked "Copy".

4.06 SUPPLEMENTAL PAPERS. A member wishing to be registered on more than one line shall fill out application papers in triplicate for each ancestor as in 4.03. (Refer to 10.07)

4.07 TRANSFERS.

A. Any registered member in good standing may be transferred from one chapter to another. Upon request to her chapter she shall be given transfer papers in triplicate copied from her application or previous transfer. These must be presented within three months to the chapter to which she wishes to transfer.

Transfers shall be handled in the same way as application papers.
(4.03). (Division Registrar shall issue transfer if refused by Chapter).

A member transferring after September 1st shall pay dues for the coming year through the new chapter.

B. A young woman member of the Children of the Confederacy, 16 years or older, may transfer to a chapter of the United Daughters of the Confederacy (Refer to 10.04 for details of fees and dues). The transfer papers in triplicate shall be filled out by the chapter from which she is transferring, sent to Business Office for verification, thence to Third Vice President-General for signature before presentation to the chapter she wishes to join. (4.09, 4.10)

4.08 REINSTATEMENTS.

A. A member having resigned in good standing from an active chapter may be reinstated by paying the current year's dues, provided the resignation was reported to the Treasurer-General.

B. Member dropped for non-payment of dues may be reinstated upon payment of one year's back dues, the current year's dues, plus a reinstatement fee. (Refer to 10.06 B)

4.09 MEMBERS OF INACTIVE CHAPTERS. When a chapter becomes inactive, members in good standing may be transferred to an active chapter upon request to the Division Registrar.

4.10 MEMBERS OF DISBANDING CHAPTERS. When a chapter disbands, members in good standing may transfer to an active chapter, transfers to be marked "Chapter Disbanding", upon request to Division Registrar.

In chapters where there is no Division, the Business Office shall issue transfers to members of inactive and disbanding chapters.

4.11 TERMINATION OF MEMBERSHIP by death or otherwise, shall terminate interest of member in the property of the General Organization, the Division and the chapter.

ARTICLE V -- OFFICERS

5.01. The OFFICERS of this organization shall be: a President-General, a First Vice President-General, a Second Vice President-General, a Third Vice President-General, a Recording Secretary-General, a Treasurer-General, an Historian-General, a Registrar-General and a Recorder-General of Crosses of Military Service.

5.02 ELIGIBILITY. To be eligible for a General Office, a member shall have been a member of the General Organization for at least five years, shall have served as a Division President, or in a similar capacity as a Division officer, or President of a chapter where no division, and shall have attended three General Conventions during the previous five years.

No officer shall be eligible for the same office for two successive terms, and no officer shall be eligible for another office until the expiration of at least one year, except for the offices of First Vice President-General and President-General. To be eligible for the office of President-General, a member shall have served at least two years in one of the General offices.

No member shall hold two elective offices at the same time in the General Organization.

5.03 ANNOUNCEMENT FOR OFFICE. No member shall announce or be announced for a General office prior to adjournment of the Convention preceding the Convention at which the election of officers is to be held.

5.04 HONORARY PRESIDENTS. In recognition of valuable service to the General Organization by members who have not served as President-General, the office of Honorary President may be conferred for life at any General Convention by a majority vote. The number of Honorary Presidents shall not exceed fifteen at any one time.

Nominees shall be recommended by the Executive Committee to the Executive Board and a summary of the nominees' service shall be presented to the Convention before vote of the assembly.

5.05 HONORARY PRESIDENT-GENERAL. The office of Honorary President-General shall remain vacant as a memorial to Mrs. Jefferson Davis, wife of the President of the Confederate States of America.

ARTICLE VI -- NOMINATIONS AND ELECTIONS

6.01. NOMINATIONS of candidates for General offices shall be made from the floor at General Conventions, nominating speeches to be limited to four minutes and only one second to the nomination allowed.

6.02. ELECTIONS. The officers of the General Organization shall be elected every two years beginning in 1960. A majority vote shall constitute an election. The election shall be viva voce unless there is more than one candidate for an office, in which case the election shall be by written ballot.

Three tellers shall be nominated and elected from the floor (not more than one shall be nominated by the same member) and each candidate shall name a watcher at the polls and for the counting of the ballots. (Refer to Convention Standing Rules.)

Elections shall be held on the morning of the final day of Convention and shall be the first order of business following the reading of the minutes and the final report of the Credentials Committee. Installation ceremony shall be held the final evening of the Convention.

6.03. TERM OF OFFICE. Officers of the General Organization shall hold office for a term of two years, beginning in 1960, or until their successors are elected and installed.

6.04. VACANCIES IN OFFICE. If the office of President-General becomes vacant, the First Vice President General shall become President-General. Vacancies in other offices shall be filled by appointment by the President-General, with approval by the Executive Committee.

ARTICLE VII -- DUTIES OF OFFICERS

7.01. The officers of the General Organization shall perform the duties prescribed in this article, and such others as may be required by the Articles of Incorporation, the By-Laws of the General Organization, the General Convention, the Executive Committee, the Executive Board, or the parliamentary authority adopted by the General Convention.

7.02. PRESIDENT-GENERAL. She shall be the chief executive officer, the official spokesman of the Organization, and shall have general supervision of the affairs of the organization. She shall preside at all meetings of the General Organization, the Executive Committee and the Executive Board.

She shall appoint all committees authorized by the by-laws and the Convention, and with the approval of the Executive Committee or the Executive Board, she shall appoint such Special Committees as may be necessary to carry on the work of the organization.

She shall fill vacancies occurring in office (6.04), sign all orders on the treasury, countersign all checks, sign all contracts (10.09 G).

The President-General shall have direction of the Business Office, the Memorial Building Properties and be ex-officio member of all committees.

7.03. **FIRST VICE PRESIDENT-GENERAL.** She shall assist the President-General in the discharge of her duties and in her absence, she shall assume the duties and responsibilities pertaining to the office of President-General. In the event of the death or resignation of the President-General, she shall succeed to that office.

She shall be custodian of the official insignia, pins, bars, medals and ribbons, and shall issue same on requisition of Division First Vice Presidents or Chapter First Vice Presidents where there is no Division.

She shall renew the patent for the official insignia each 14 years dating from 1957.

7.04. **SECOND VICE PRESIDENT-GENERAL.** She shall be the director of all Education work and chairman of the Education Committee.

She shall be governed by the Rules on Scholarship Awards which shall conform to the Articles of Incorporation and By-Laws.

She shall keep a record of all scholarships, a record of all notes and other evidences of indebtedness connected with scholarship loans, and take such action as may be necessary to collect same.

She shall forward all payments to the Treasurer-General.

7.05. **THIRD VICE PRESIDENT-GENERAL.** She shall be the Director of the Children of the Confederacy, auxiliary to the United Daughters of the Confederacy.

She shall sign all orders on the Children of the Confederacy treasury, countersign all checks, sign all Charters and Certificates of Membership; sign all transfers to the United Daughters of the Confederacy; approve all appointments and have general supervision of all officers and committees of the Children of the Confederacy.

She shall arrange for and supervise the Annual Convention of the Children of the Confederacy.

7.06. **RECORDING SECRETARY-GENERAL.** She shall keep records of the proceedings of the meetings of the General Organization—the Annual Convention, Executive Committee, Executive Board—and shall provide the President-General with copies of the minutes and all reports immediately following the Annual Convention.

She shall be responsible for sending out the Annual Convention Call and notices of Executive Committee and Executive Board meetings. She shall be responsible for compiling and publishing the General Minute Book at the close of her term of office. She and the President-General shall edit such copy to comply with the by-laws and standing rules. Bids shall be secured from at least three printers.

She shall issue Charters and assign numbers to new chapters. She shall co-sign all contracts. (Refer 9.02.)

7.07. **TREASURER-GENERAL.** She shall be the financial agent of the organization; shall receive all monies and sign all checks, countersigned by the President-General or the First Vice President-General. (7.03)

She shall deposit all monies of the organization in the name of the United Daughters of the Confederacy in such national banks, members of the Federal Reserve System, located in the City of Richmond, Virginia, as designated by the Executive Committee. She shall issue receipts for all monies and her books and papers shall be open at all times to the General Officers and the Finance Committee.

She shall send monthly reports through the Business Office to the President-General and the Finance Chairman and shall send copies of receipts for funds received to the President-General, Finance Chairman and Business Office.

She shall be bonded in an amount not to exceed \$10,000.00 on a schedule bond with other officers, chairmen and employees who may receive monies for the organization.

She shall send notices as of May 15th each year of delinquent chapters and members.

She shall be a member, ex-officio, of the Finance Committee, and shall co-sign all contracts.

Books of the Treasurer-General shall be closed for audit by September 30.

7.08. **REGISTRAR-GENERAL.** She shall approve all applications for membership which shall comply with the by-laws. (Refer Article IV, 9.02.)

She shall receive monies for Initiation fees and Certificates and deposit same in a special UDC account in a national bank, and send monthly remittances to the Treasurer-General, together with a report on approved blanks, alphabetically arranged by Divisions, with copy to the Business Office. She shall also send to the Business Office one copy of each approved application and transfer.

She shall keep a record by Divisions of number of applications accepted or rejected; number of new members between the ages of 16 and 25; and number of transfers.

7.09. **HISTORIAN-GENERAL.** She shall supervise the work of Division and Chapter Historians, prepare a yearly study program, this outline to be printed in the U. D. C. Magazine.

She shall write a monthly article for the magazine.

She shall promote the writing of essays and endeavor to create interest in and promote the study and writing of the impartial history of the Confederate States of America.

With the approval of the President-General, she shall plan the program for Historical Evening at the Annual Convention and preside over same. (Refer to Convention Standing Rules.)

7.10. **RECORDER-GENERAL OF CROSSES OF MILITARY SERVICE.** She shall have charge of all Crosses of Service. Her duties shall be as outlined in the Rules Governing the Bestowal of these awards.

She shall receive monies for Crosses and deposit same in a special U. D. C. account in a national bank, and send monthly report and remittance to the Treasurer-General.

She shall assist the President-General in the Bestowal of Crosses at the Annual Convention.

ARTICLE VIII – COMMITTEES AND DUTIES

8.01. **STANDING COMMITTEES.** There shall be the following Standing Committees: 1. Executive Committee. 2. Executive Board. 3. By-Laws. 4. Children of the Confederacy. 5. Convention. 6. Correct Use of the Confederate Flags. 7. Credentials. 8. Education. 9. Finance. 10. History. 11. Jefferson Davis Highway. 12. Magazine. 13. Memorial. 14. Mrs. Norman V. Randolph Relief Fund. 15. Mrs. Simon Baruch University Award. 16. New Business. 17. Organization of New Chapters and Divisions. 18. Policy. 19. Preservation of Confederate Records. 20. Press. 21. Radio and TV. 22. Southern Literature. 23. Southern Poets. Their duties are implied by their names.

8.02. **EXECUTIVE COMMITTEE.** This committee shall be composed of the General Officers and shall have charge of the affairs of the Organization in the interim between meetings of the Executive Board and the Annual Convention. It shall have supervision and control of all the properties of the Organization, and shall procure copyrights on such publications as are intended for sale in the name of the organization. (Refer to Article XV.)

The Executive Committee shall meet before and at the close of each Annual Convention and upon call of the President-General. Four members shall constitute a quorum.

8.03. **EXECUTIVE BOARD.** This board shall be composed of the General Officers, the Ex-Presidents-General, the Honorary Presidents, Division Presidents, Chairmen of Standing Committees and Presidents of chapters where no Division.

The board shall have authority over the affairs of the organization

during the interim between conventions and shall meet at least once during the Annual Convention, and at least once during the interim, preferably in March, at the Memorial Headquarters Building.

8.04. BY-LAWS. This committee shall consist of three members to each of whom shall be submitted 30 days before such amendments or by-laws are to be presented to the Division or Chapter, copies of proposed by-laws and amendments for approval before adoption.

On the years when amendments to the General By-Laws may be presented it shall be the duty of the committee to approve as germane those submitted and prepare copies for each member of the Executive Board, Special Committee Chairmen, and a sufficient number so that each Division President may send one to each chapter, also copies for chapters where there is no Division.

8.05. CHILDREN OF THE CONFEDERACY. This committee shall consist of five members with the Third Vice President-General as chairman. Its duties shall be to promote the work of the Children's organization.

8.06. CONVENTION. This committee shall be composed of three members and shall arrange two years in advance, if possible, for the place of the Annual Convention. In the event the convention shall be self-entertaining, the Convention Chairman shall serve as General Chairman of the Convention. (Refer to Standing Rules).

8.07. CORRECT USE OF THE CONFEDERATE FLAGS. This committee shall be composed of five members whose duties shall be to promote individual, chapter, division and general leadership for the correct use of the flags.

8.08. CREDENTIALS. This committee shall be composed of twelve members, three from the Convention city. It shall verify lists showing voting strength of the convention, shall register convention members and visitors and alternates, to whom shall be furnished suitable badges, and shall report daily during the convention. (Refer to 10.09-J, 11.08.)

8.09. EDUCATION. This committee shall consist of five members, the Second Vice President-General being the chairman. The committee shall promote the education work of the organization, shall receive and award applications for scholarships, gift and loan, and shall be governed by the Rules for Scholarship Awards.

8.10. FINANCE. This committee shall be composed of five members, women of recognized experience and business ability, whose appointments shall be approved by the Executive Committee.

The committee shall recommend the investment of funds, approve resolutions calling for donation of funds from the General Treasury, arrange for necessary insurance coverage, present an annual budget based on the proration of dues by the Convention; arrange for a Certified Public Accountant in Richmond, Va., for the audit of books, bonds, notes and securities of the office of the Treasurer-General, and for the audit of the cash books of all other officers and chairmen receiving monies in the name of the United Daughters of the Confederacy. The chairman shall present the auditor's report at the Annual Convention. (Refer 7.07.)

The President-General, First Vice President-General, and Treasurer-General shall be ex-officio members of this committee. (Refer Article X.)

8.11. HISTORY. The Committee on History shall consist of Division Historians with the Historian-General as Chairman. The duties of this Committee shall be to promote the interest of accurate and impartial history.

8.12. JEFFERSON DAVIS HIGHWAY. This committee shall be composed of three members and a Director in each state through which

the highway passes. The committee shall work through governmental road building organizations to secure designation of the highway from coast to coast, linking Southern Capitols and towns. It shall place and maintain suitable markers.

8.13. MAGAZINE. This committee shall consist of the Chairman, who shall serve as Business Manager and Managing Editor; an Editor-in-Chief, a Division News and Historical Editor.

8.14. MEMORIAL. This committee shall consist of five members whose duties shall be to arrange for appropriate Memorial Services during Annual Convention and to prepare and present the Memorials to Confederate Veterans, to Veterans of All Wars, to Division Presidents and Daughters.

Special Memorials shall be given only to those who have served the General Organization.

8.15. THE COMMITTEE ON THE MRS. NORMAN V. RANDOLPH RELIEF FUND shall consist of three members whose duties shall be to receive and examine all applications of needy Confederate women and recommend the distribution of money contributed for this purpose, after the President-General has approved the applicant's paper.

There shall be a Director in each Division and in each Chapter where there is no Division to promote work and contributions reporting same to General Chairman by Oct. 15.

8.16. MRS. SIMON BARUCH UNIVERSITY AWARD. This committee, consisting of three members, shall arrange for the award from this Memorial fund.

8.17. NEW BUSINESS. This Committee shall consist of five members and shall meet between sessions at each Annual Convention. All New Business must be submitted in writing to this Committee before it may be presented by the proponent on the floor of the Convention. This does not apply to recommendations in reports of officers.

8.18. ORGANIZATION OF NEW CHAPTERS AND DIVISIONS COMMITTEE shall be composed of five members whose duty shall be to organize new chapters and Divisions.

8.19. POLICY COMMITTEE, composed of three Ex-Presidents-General, shall advise with the President-General on any matters of Policy which might arise during the interim between conventions.

8.20. PRESERVATION OF CONFEDERATE RECORDS. This committee shall be composed of three members whose duties shall be to collect Confederate records for the Business Office and Memorial Building Library.

8.21. PRESS COMMITTEE shall be composed of three members whose duties shall be to see that widespread publicity is given to outstanding accomplishments of the organization and especially to arrange for publicity for General Conventions.

8.22. RADIO AND TELEVISION. This Committee shall consist of three members whose duties shall be to encourage and promote the broadcasting of worthwhile programs.

8.23. SOUTHERN LITERATURE. This committee shall consist of five members whose duties shall be to collect and send materials on Confederate and Southern History to foreign libraries, to U. S. college, university, state and local libraries, and to the Memorial Building Library.

8.24. SOUTHERN POETS. This committee shall consist of three members whose duties shall be to promote interest in the lives and works of Southern poets.

ARTICLE IX -- ORGANIZATION

9.01. THIS ORGANIZATION shall be made up of Chapters and Divisions, the latter to be designated by the state or province in which it is located. Divisions shall be composed of three or more chapters. The chapters shall be named for people, places or events associated with the Confederate States of America. A newly organized chapter shall not take the same name as another within the same state or province.

9.02. HOW TO ORGANIZE A CHAPTER IN A DIVISION. A chapter may be organized by seven or more eligible women residing in a city, town, county or place in a state or province, providing that the active officers and/or seven members are residents of the same section and that at least seven members are new by application. (A division may define "section" according to need.)

Application for a charter shall be made through the Division President, submitting with the request satisfactory credentials of those wishing to become charter members.

Four charter application blanks signed by the applicants and four typed copies of charter blanks, names alphabetically arranged, shall be returned to the Division President, together with three copies of each application for membership, or transfer, and the necessary fees and dues. (Refer to Article X.)

The Division President shall send one signed and one typed copy of charter application to the Recording Secretary-General, and to the Division Registrar she shall send the membership applications and transfers marked "Charter Member", together with three signed and three typed charter applications and fees and dues.

The Division Registrar after recording same, shall send all papers and fees to the Registrar-General. (Refer Article X.)

When the membership applications and transfers have been approved, the Registrar-General shall send a list of the names, alphabetically arranged, to the Recording Secretary-General who shall then issue the Charter, notifying the Registrar-General the chapter number. This number shall be placed on each charter application, membership application and transfer.

The Registrar-General shall then return to the Division President one signed charter application for the Division Charter Book. She shall return to the Division Registrar two copies of charter application and two copies of all membership applications and transfers.

The Division Registrar shall then forward one copy of charter application and one copy of each membership paper and transfer to the Chapter Registrar, filing the other copies.

9.03. HOW TO ORGANIZE A CHAPTER IN A COUNTRY, STATE OR PROVINCE WHERE THERE IS NO DIVISION. The same procedure shall be followed as outlined in 9.02 with the following exceptions: Application for a charter shall be made to the President-General. Two copies of completed charter applications, membership papers and transfers shall be returned to the Chapter Registrar, these to be held in chapter until such time as a Division is organized. Chapters subsequently organized shall make application for a charter through the first chapter until a Division is organized.

9.04. CHAPTERS MAY BE CHARTERED between December 1st and September 20th.

9.05. FEES AND DUES for membership applications not approved shall be returned to the applicant. (Refer to 4.04.)

9.06. A DEFUNCT CHAPTER may be reinstated upon payment of one year's back dues and the current year's dues on not less than seven registered members.

9.07. DUPLICATE CHARTER may be obtained by applying through

the Division President to the Recording Secretary-General, accompanying the request with the regular charter fee. (Refer to 10.01.)

9.10. CHANGE OF NAME. Application for this shall be made through the Division President to the Recording Secretary-General, accompanied by regular charter fee and a statement from the Executive Board of the chapter setting forth that the action was taken at a regular meeting of the chapter, that notice of intention to ask for a change of name and new charter had been given at the preceding meeting, and that seven persons had not voted against the proposal. (Refer to 10.01.)

9.11. HOW TO ORGANIZE A DIVISION. When three or more chapters shall have been organized in a state, province or country, it may be the duty of the senior chapter to call a convention at a designated time and place for the purpose of organizing a Division. Should the senior chapter fail to call such a convention within six months after the organization of the third chapter, each succeeding chapter in order of organization shall have the duty to make the call until a Division is organized.

When a Convention is called it shall provide for the following: adoption of by-laws not in conflict with the Articles of Incorporation and the by-laws of the General Organization; the election of Division Officers; and plans for the holding of an Annual Convention. (8.04)

ARTICLE X -- FEES, DUES, FINANCES

10.01. CHARTER FEE for a chapter shall be \$5.00. Divisions may set such additional fee as may be desired.

10.02. FEES AND DUES FOR A NEW MEMBER through a chapter shall be \$5.00, to include: Initiation, \$2.50; Certificate, \$1.00; General dues, \$1.50.

10.03. FEES AND DUES FROM TRANSFERS FROM THE CHILDREN OF THE CONFEDERACY shall be \$2.50 to include: Certificate \$1.00, General dues \$1.50.

10.04. ACTIVE MEMBERS DUES. On or before March 1st of each year, chapters shall send to the Treasurer-General through the Division Treasurer, or through chapter treasurer where there is no Division, the sum of \$1.50 for each member with typed list, on approved blanks, of names of members on whom dues are paid.

10.05. REINSTATEMENT FEES.

A. A member who has resigned in good standing may be reinstated upon payment of current year's dues.

B. A member dropped for non-payment of dues may be reinstated upon payment of one year's back dues, the current year's dues plus a reinstatement fee of \$1.00. (Refer to 4.08.)

10.06. FEES FOR SUPPLEMENTAL PAPERS shall be \$3.50. (Initiation \$2.50, Certificate \$1.00). (Refer to 4.06.)

10.07. ASSOCIATE MEMBERS dues shall be set by the chapter.

10.08. MISCELLANEOUS GENERAL FINANCES.

A. INVESTMENTS. Funds shall be invested in government securities only.

B. GOVERNMENT BONDS AND SECURITIES shall be deposited in the same bank or banks as authorized for the current funds of the organization. The depository bank, as custodian, shall be required to give receipts in quadruplicate, one for each of the following: the President-

General, the Recording Secretary-General, Treasurer-General and Finance Chairman.

C. WITHDRAWALS of bonds or securities from bank custody shall be authorized by the President-General and countersigned by the Treasurer-General and Recording Secretary-General.

D. ALL RESOLUTIONS CALLING FOR EXPENDITURE OR TRANSFER OF FUNDS, all items recommended for appropriation and all resolutions involving the raising of money by the organization shall first be presented to the Finance Committee, and approved by the Executive Committee. The approved proposal shall be dated and signed by the Finance Committee, the President-General, Recording Secretary-General and Treasurer-General before the proponent may present same on the Convention floor.

E. ANY RESOLUTION REQUIRING AN EXPENDITURE OF \$5,000.00 or more, if such project requires a quota from the general membership, after approval by Finance and Executive Committees and the Annual Convention, shall then be submitted to Divisions and Chapters for ratification or rejection, and a majority vote of instructed delegates at the next Annual Convention shall be required for adoption.

F. ANNUAL GENERAL DUES OF MEMBERS SHALL BE ALLOCATED AS FOLLOWS: General Fund 50c, Business Office 20c, Convention Fund 5c, Memorial Building Properties 75c.

G. CONTRACTS made in the name of the United Daughters of the Confederacy shall be signed by the President-General, Recording Secretary-General and Treasurer-General.

H. SCHOLARSHIPS.

1. Gift scholarships shall be offered annually according to established values and rules adopted by the Convention from interest on the following endowment funds: Hector W. Church Foundation, S. A. Cunningham Memorial, Matthew Fontaine Maury Memorial, Mary B. Poppenheim Memorial, Mrs. L. H. Raines Memorial, Cornelia Branch Stone Memorial, Washington and Lee, Woodrow Wilson Memorial, Major Madison Bell, Winnie Davis Memorial (C of C), and from such other scholarship funds as may be available.

2. Similarly, loan scholarships may be awarded from the following funds: Stonewall Jackson Memorial, May Roy McKinney, Clarabelle J. McNeilan and such others as may be available.

I. EXPENSES OF GENERAL OFFICERS. Transportation to and from the Annual Convention, hotel room and \$5 per diem shall be provided for 6 working days plus days of travel.

The President-General and the Third Vice President-General shall be provided similar expenses in order to attend the Annual Convention of the Children of the Confederacy.

Exclusive of the two conventions mentioned above, the President-General shall be provided annually through the budget with expenses for official trips, plus a discretionary fund of \$100.00.

J. CREDENTIAL CHAIRMAN shall be provided with hotel room and meals for 4 days during convention and the vice chairman shall be provided with meals for 4 days.

ARTICLE XI -- GENERAL CONVENTIONS

11.01. AN ANNUAL CONVENTION shall be held for the purpose of receiving reports from officers and committees; for the election of officers; for the promotion of plans to further the objectives of the organization and for any other business which may arise.

11.02. TIME AND PLACE. The convention shall be held the second week in November of each year, unless otherwise ordered by two-

thirds vote of the Executive Committee which may be taken by mail. On election years the convention shall be held in the headquarters city of Richmond, Virginia.

11.03. MEMBERS OF CONVENTION are the General Officers, Ex-Presidents-General, Honorary Presidents of General, Division Presidents, Chairmen of Standing and Special Committees and duly elected delegates. Those possessing individual votes shall cast such votes in person. No member of convention may cast more than one personal vote.

11.04. REPRESENTATION. Each chapter shall be entitled to one vote for the first seven members, and one vote for each additional 25 members, all of whom must be in good standing.

Chairmen of the delegation from Divisions (or Chapters where no Division) shall be entitled to cast the full vote of members in good standing on Roll Call.

A chapter not represented by a delegate may name in writing as proxy any elected delegate from the same Division. Should a Division (or Chapter where no Division) have no representation at Convention, a written proxy may be given a delegate from another state, but no delegate shall vote more than one proxy.

11.05. CONVENTION CALL shall be authorized by the President-General and sent by the Recording Secretary-General to all members of the Convention and a sufficient number to Division Presidents for all chapters in their Divisions, also to Chapter Presidents where there is no Division. This shall be sent at least 35 days prior to the Convention.

11.06. QUORUM. One third of the registered delegates shall constitute a quorum for the Annual Convention, provided that at least Seven Divisions shall be represented in that number.

11.07. ROLL CALL VOTE. A majority vote is required when a roll call vote is demanded on a main motion. The chairman of delegates shall cast vote as instructed by the delegates present, provided the delegation has not previously been instructed in Division convention or meetings of chapters where there is no Division. Only duly elected delegates shall vote at a Division caucus at General Convention.

11.08. REGISTRATION. The Credentials Committee shall be in charge of registration of convention members, alternates and visitors, and shall collect the registration fees, giving numbered receipts for same. (Refer to Convention Standing Rules).

11.09. CONVENTION FUND. The registration fees and 5c per capita from the General dues shall be allocated for convention expenses. (Refer to Standing Rules.)

ARTICLE XII -- GENERAL MINUTES

12.01. A GENERAL MINUTE BOOK shall be published annually. Manuscript for same shall be delivered to the publisher by December 15th.

12.02. CONTENTS. The Minute Book shall contain the following: Reports of all business transacted at the General Convention, reports from officers, chairmen of standing and special committees, Division Presidents, Chapter Presidents where no Division, auditors report, rosters of General, Division and Chapter officers and addresses, charter number, number of members, etc. (Refer to Standing Rules.)

12.03. DISTRIBUTION. One copy of the General Minutes shall be sent without charge to the following: General Officers, General Chairmen, Division and Chapter Presidents, Ex-Presidents-General, Honorary Presidents of General, Library of Congress and to other libraries as deemed important.

One bound copy (Red Morocco leather) and one unbound copy shall be placed in Business Office for the permanent files. Extra copies for sale shall be sent to Business Office, price to be established by Finance Committee.

ARTICLE XIII - SEAL

13.01. THE SEAL OF THE UNITED DAUGHTERS OF THE CONFEDERACY shall be a reproduction of the Great Seal of the Confederate States of America, with the addition of the inscription "United Daughters of the Confederacy" on the outer rim. Charters and other official documents issued by the General Organization shall bear the impress of the Great Seal of the Organization.

XIV - INSIGNIA

14.01. THE INSIGNIA OR BADGES worn by the United Daughters of the Confederacy shall consist of a reproduction of the Confederate flag (Stars and Bars) in white, blue, and scarlet enamel, surrounded by a laurel wreath, with the monogram "U.D.C." under the flag, and the dates "61-65" on the loops of the bow that ties the wreath. This badge may be suspended from a bar to designate the State, and worn only over the left breast at the United Daughters of the Confederacy meetings and on such occasions as are worthy of its display. A specially enlarged and jeweled badge of this design, suspended from a bar having the words, President-General, shall be the insignia of that Office, and shall be the property of the Organization.

14.02. The insignia, badge, or seal of the United Daughters of the Confederacy shall be printed only upon such books and pamphlets as are for the use, or intended to be sold, for the benefit of this Organization. The use of the name, seal, or insignia of the United Daughters of the Confederacy for business purposes, other than the business of this Organization, is especially prohibited.

14.03. The use of the name, insignia, and badge of the United Daughters of the Confederacy by an individual, Chapter, or Division during their period of suspension from membership in the Organization for any purpose is prohibited. Disregard of this provision of the Bylaws shall require the Executive Board to deprive the offending individual, Chapter, or Division from membership in the Organization.

ARTICLE XV - PATENTS AND COPYRIGHTS

15.01. PATENTS AND COPYRIGHTS in the name of the United Daughters of the Confederacy shall be procured for the protection of name and property. (Refer to 7.03, 8.02).

ARTICLE XVII - POLITICAL ACTIVITIES, USE OF ROSTERS AND SOLICITATIONS

It shall be strictly prohibited for Divisions, Chapters, or members to participate in political activities in the name of the United Daughters of the Confederacy.

Furnishing the roster of the United Daughters of the Confederacy, of a Division, or of a Chapter to another organization or to an individual to be used for the purpose of creating interest in, or soliciting funds for other work than that of the United Daughters of the Confederacy, is positively prohibited.

ARTICLE XVII - ARBITRATION AND DISCIPLINE

17.01. ARBITRATION. In case of difference between Chapter and Division officers, or between individual members and Chapter and Division officers, which cannot be adjusted, first by an appeal to the Division President, and second by appeal to the President-General, these differences shall be referred to the Executive Committee for decision. This decision shall be final. Both sides of the controversy shall be presented in writing, and in the hands of the President-General ten days before the Annual Convention. Any Division, Chapter, or individual failing to put into operation the decision of the Executive Committee within thirty days from the date of notification of said decision, shall be suspended from all rights and privileges granted by the United Daughters of the Confederacy until formally reinstated by the Executive Committee, and may be expelled or dissolved if, in the opinion of the Executive Committee, such expulsion or dissolution is for the best interest of the Organization. Upon the action of the Executive Committee dissolving a Division, the Chapters in such dissolved Divisions automatically become independent chapters directly under the supervision and control of the general organization.

17.02. DISCIPLINE. Members who shall engage in activities contrary to the best interests of the United Daughters of the Confederacy may be disciplined by chapters or divisions by requesting the resignation of such members.

ARTICLE XVIII - PARLIAMENTARY AUTHORITY

18.01. "Roberts' Rules of Order, Revised," shall be the parliamentary authority for this Organization.

ARTICLE XIX - AMENDMENTS

19.01. AMENDMENTS may be made to these by-laws by a two-thirds vote at the Annual Convention every two years dating from 1934. (Refer to 11.07).

Proposed amendments shall be signed by the proponent and sent to the By-Laws Chairman by July 1st. The chairman shall prepare the amendments in proper form for copies to be made and sent out at least 35 days prior to the Convention to General Officers, Chairmen of Standing and Special Committees, Ex-Presidents-General, Honorary Presidents of General and a sufficient number to Division Presidents for each chapter, and to chapters where no division.

Amendments adopted by the General Organization, affecting Historical Proof of Eligibility and the requirements for membership shall automatically change such requirements in the by-laws of chapters and divisions.

Amendments affecting Historical Proof of Eligibility shall automatically change such requirements in the by-laws of the Children of the Confederacy.

STANDING RULES

I. GENERAL OFFICERS AND GENERAL CHAIRMEN

1. At the first business session of the Annual Convention the President-General shall appoint the following committees to serve during the convention: Courtesy Committee (3 members) and Time keeper (3 members).

2. A Special Committee to serve during the convention shall be appointed by the President-General whose duty it shall be to co-operate with the Credentials Committee in collecting the registration fee, giving official receipt for same.

3. The Credentials Chairman shall see that a numbered receipt book is provided for the use of this committee in recording payments of registration fee.

4. All matters of new business shall first be presented to the Business Committee. All resolutions calling for an expenditure of money must first be approved by the Finance Committee. All motions made on the floor of the convention shall be in writing and shall be immediately handed to a page for delivery to the Recording Secretary-General.

5. The New Business Committee shall meet thirty minutes before the opening of each morning session for the purpose of considering recommendations to be brought before the convention. This committee shall also meet the day before the opening of the Convention, the time to be announced in the Convention Call. The duties of the committee shall be to determine whether or not the matter being proposed is proper U. D. C. work and not in conflict with the purposes of the organization. Approval shall be given by the signature of the chairman on the written recommendation, which will permit the proponent to present the matter to the Convention. Prior to each period set aside for Business, the Chairman of the committee shall make a statement of the recommendations which have been approved, but it is not within the province of this committee to offer the recommendation unless specifically requested to do so by the proponent.

6. The report of the Mrs. Norman V. Randolph Relief Fund Committee shall be heard, and pledges taken for the Fund, on the morning of the second day of Business sessions.

7. The report on Confederate Museum may be received as a Courtesy Report immediately following the reading of the last report under Standing Committees.

8. The President-General shall make all committee appointments not later than December 15.

9. Newly elected President-General shall be responsible for "General Instructions" and for all committee appointments for the minutes of the convention at which she is elected.

10. The minutes of the Executive Committee and Board meetings shall be kept in permanent form for reference.

11. Chairmen of all Committees shall plan their work immediately following the Annual Convention and shall send communications to committee members and to Division Directors, not later than December 10, informing them of their duties. If it is necessary for the General Chairman to send letters to all Chapters in the Organization, Division Presidents shall be included, the first of these letters shall be sent not later than December 10, so that information may be on hand for those Chapters who make out budgets and prepare Year books for January printing.

12. Each officer shall be required to keep a record book of activities and all other matters pertaining to the work of her department, this to be passed on to her successor immediately upon change of office.

13. Outgoing officers shall report to the Business Office all office equipment, such as files, typewriter, stapler, etc., which she is shipping to her successor, giving the date of shipment.

14. It shall be the duty of the chairman of the Properties Committee to receive and check out items sent for the annual convention.

15. There shall be a vice-chairman of the Properties Committee, whose duty shall be to secure aid from two members of the local chapter in having supervision over properties of U. D. C. in the assembly hall of the General Convention.

16. Thirty days notice shall be given for the mid-year meeting of the Executive Board.

17. Officers and Committee Chairmen may present their expense accounts every three months for payment, the statement to be accompanied by receipted bills and made out on the accepted form furnished by the Business Office.

18. No bills incurred by officers or committee chairmen for the current year will be approved unless presented within thirty (30) days following the Annual Convention.

19. If funds are set for projects of either Standing or Special Committees the expenses of the actual work of that committee shall be taken from that particular Fund.

20. Any proposed withdrawal of funds from the Jefferson Davis Historical Fund shall be submitted to the Executive Committee and to the Finance Committee.

21. All per capita lists and dues shall be in the hands of Treasurer-General not later than July first, if said Division wishes representation at the convention.

22. Special Memorials, except those to Ex-Presidents-General or General Officers, shall be limited to two hundred words. Memorials to Ex-Presidents-General and General Officers shall be limited to three hundred words.

23. Those entitled to relief from the Mrs. Norman V. Randolph Relief Fund shall be the widows, sisters, and daughters of Confederate soldiers, or women who gave aid to the Confederacy, who must be over 65 years of age.

24. No person shall receive aid who is cared for in a home for the aged or any similar institution.

25. The Relief check due immediately following the death of a pensioner shall be sent to the family to help defray funeral expenses.

26. The interim Executive Board Meeting shall be for business purposes only and shall be held at the Memorial Building.

27. Officers shall be responsible for all organization property intrusted to them, and if lost, compensation shall be made in full.

II. DIVISIONS AND CHAPTERS WHERE NO DIVISION

1. The second evening of Convention shall be set aside for hearing reports of the Division Presidents and for Chapter Presidents where no Division. The Vice-President-General shall preside.

2. Presidents' Reports may be given by groups according to membership and arranged annually to give a change of position on the program on Presidents' Evening.

- A. Divisions over 3,000. Four minutes
- B. Divisions 2,000 to 3,000. Three and one-half minutes.
- C. Divisions 1,000 to 2,000. Three minutes.
- D. Divisions less than 1,000. Two minutes.
- E. Chapters where there are no Divisions. One minute.

3. All Division and Chapter Reports where there are no Divisions shall be submitted to the Vice-President General, who shall in turn send them to the judges appointed by the President-General. These shall be returned to the Vice-President-General before the Convention. These reports shall be in the hands of the Vice-President-General by October 15 for her to submit to the judges. The number of members in each Division shall be clearly written in the upper right hand corner of the first page of the report.

4. Immediately upon the completion of the reading of the reports the judges shall announce the winners of the awards.

5. Division Presidents and Presidents of Chapters where no Division shall mail triplicate, typed lists of newly elected officers, both Division and Chapter, to the Recording Secretary-General before November 1.

6. Division Presidents and Presidents of Chapters where no Division shall mail triplicate, typed lists of Directors for General Committees to the Recording Secretary-General before November 1, having ascertained before making appointments that the members will serve.

7. In the event a Division President or Chapter President where no Division, cannot attend the General Convention, she may appoint a member of her Chapter or Division to represent her at the Executive Board Meeting and to read the report on Presidents' Evening. Such a representative shall not have the privilege of casting the President's vote. In the event no delegate from a Division or Chapter is present at the General Convention, the report may compete for prizes, shall be printed in the minutes, but shall not be read.

8. Each Division and Chapter where no Division shall be required to file a copy of the by-laws with the general chairman of the By-Laws Committee.

9. Any project adopted by the General Organization in strict accordance with our By-Laws shall be supported by all Chapters and the Divisions shall be held responsible for the prorated amounts due from the Chapters in that Division.

10. All per capita quotas shall be based on the membership of the Division, or Chapter, at the time of the adoption of the project.

11. Division Treasurers shall send money every sixty (60) days to the Treasurer-General. All money raised through the Division for General Organization projects shall be sent by the Division Treasurer to the Treasurer-General within sixty (60) days after the amount has been credited in the Division.

12. Rosters of Division and Chapter Officers shall be made in triplicate and arranged alphabetically according to the Chapters in the Division and shall be sent to the Recording Secretary-General by the Division President, or Chapter President where no Division, by November 1st or they shall not be published. (Refer to 12.02.)

13. A duplicate list of deceased Chapter members, alphabetically arranged, shall be sent through the Division President, or by Chapter President where no Division, to the General Memorial Chairman by September 15th. The Memorial Chairman shall compile these lists for the Recording Secretary-General, for publication in the Minutes.

III CONVENTIONS

1. Official badges shall be given to each person who pays the registration fee.

2. The local Chairman for the Annual Convention shall arrange special music for the Opening Evening Program upon the request of the President-General; for the Historical-Evening program upon the request of the Historian-General; and for Memorial Hour upon the request of the Chairman of that Committee. Music shall also be provided at other times on the program as decided by the Program Committee, especially with reference to devotionals and on such occasions as will call for a procesional. The local Chairman may name as many Vice-Chairmen as necessary in carrying out plans for the Convention.

3. The following expenses shall be paid from the Convention Registration fees: Official Program with extra printing of sheet for Historical Evening, Delegates' badges, Ribbon for Chairman of Pages, Vice-Chairmen, and Pages, Transporting Flags and placards to and from Convention City, Expenses of Memorial Service, Expense of speakers, Parliamentarian, recorder, and Expenses of Credentials Chairman.

4. A permanent record of the essential procedure to be followed by General Convention Chairmen in the preparation for General Conventions, based on the past records of procedure, as a guide for the Hostess Division, shall be kept and made available from one General Convention Chairman to the next.

5. The following shall be the Order of Business for Conventions of the United Daughters of the Confederacy, provided the last half hour of each business meeting shall be given to new business:

- 1. Calling the Convention to Order.
- 2. Prayer and Ritual of the United Daughters of the Confederacy.
- 3. Pledge of Allegiance to United States Flag.
- 4. Salute to Confederate Flag.
- 5. Roll Call of Officers.
- 6. Roll Call of States and Presentation of State Flags.
- 7. Report of Committee on Credentials.
- 8. Report of Program Committee.
- 9. Report of Rules Committee.
- 10. Report of President-General.
- 11. Report of Vice-President-General.
- 12. Report of Second Vice-President-General.
- 13. Report of Third Vice-President-General.
- 14. Report of Recording Secretary-General.
- 15. Report of Finance Committee.
- 16. Report of Treasurer-General.
- 17. Report of Historian-General.
- 18. Report of Registrar-General.
- 19. Report of Recorder-General of Crosses of Service.
- 20. Reports of Standing Committees.
- *21. Report of Confederate Museum in Richmond.
- 22. Reports of Special Committees.
- 23. Reports of Divisions, and Chapters in States and Territories having no Division, on evening of Second day of Convention.
- 24. Election of Officers—Morning of final Day.
- 25. Unfinished Business.
- 26. New Business.

27. Reading of Communications.
28. Reading and Approval of Minutes of Current Meetings.
29. Doxology.
30. Adjournment.

6. All matters of Convention business shall be confined to the Convention floor during periods when Business Sessions are scheduled.

7. The General Chairman for the Annual Convention shall present an outline of program with contract from the most suitable hotel for approval at the Executive Board Meeting in March. She shall arrange for all necessary facilities.

8. The Convention Program Chairman shall be a member of the local Convention Committee.

9. The registration fee for Annual Convention shall be \$2.00. (Refer to Rule 17).

IV REPORTS

1. All reports shall be typewritten, double spaced, on paper 8½ by 11 inches and shall be in triplicate. Reports shall be printed in the minutes with details and statistics. Time allotted for reading of the report may be used for discussion and recommendations.

2. Duplication of financial reports shall be from the minutes. These are given in the report of the Auditor. The figures listed in the reports of officers and committee chairmen may be read to the convention but not printed.

3. Reports for printing in the General Minutes shall be limited as follows: General Officers, 900 words (except the President General and the Auditor's Report); General Chairmen, 750 words; Divisions of more than 3,000 members, 750 words; Divisions of 2,000 to 3,000, 600 words; Divisions 1,000 to 2,000, 500 words; Divisions of less than 1,000 members, 350 words; Chapters where no Division, 250 words.

V. GENERAL ELECTIONS

1. The number of votes by divisions, and chapters where no division, shall be written on the back of the respective ballot by the Credentials Committee in indelible pencil, or ink, before ballots are distributed.

2. Three tellers, each from separate states not having a candidate for any office, shall be nominated and elected from the floor. No member may nominate more than one teller.

3. Opposing candidates may each choose one watcher to be present during voting and counting of the votes.

4. The Chairman of Tellers shall be chosen by the elected tellers to give the report on the floor of the results of the balloting.

5. After the nomination of all candidates the candidates shall be presented to the delegates in the order of their office, before the vote is cast.

VI PAGES

1. Pages are not required to pay the registration fee unless they are delegates and expect to have a voice in the proceedings.

VII AWARDS, TROPHIES, WINNERS

1. All awards given by the various departments of the organization

shall be presented immediately following the reading of the reports of the officer in charge of said department.

2. The silver cups and trophies now used as awards shall be returned each year to the Convention and presented at the time winners are announced.

3. A complete list of all Trophies, with the winner of each for the current year, shall be kept by the Convention Trophies Committee.

4. Each winner of a Trophy, or the member accepting it for her, shall sign the Permanent Record Book of Trophies, before receiving it. If the trophy is returned in person at the following General Convention, she shall sign in the returned column of the Record Book. If the trophy is shipped, it shall be recorded, with the date of receipt.

5. The Convention Trophies Chairman shall send a letter to each winner holding a trophy, 30 days prior to the General Convention, giving delivery instructions. If the Trophy is shipped, it shall be by insured, parcel post, not less than 2 weeks before Convention, with a Post Office Return Receipt requested.

6. Each Officer and Chairman in whose department Trophies are offered, must give a list of her winners to the Chairman of Convention Trophies Committee before the close of the Convention.

7. The Chairman of the Convention Trophies Committee shall furnish a list of trophies, with the current winner of each, to the Recording Secretary for the General Minutes.

8. Citations of Merit shall be given for outstanding work and those cups and other silver trophies now in use shall be retired as soon as the space left for engraving has been filled on each one.

9. Each officer shall keep a list of the winners of those prizes in her department and shall notify the holder of the name and address of the person to whom the award shall be shipped.

10. All officers who have Prize Awards shall have this list ready to be submitted at the Annual Convention for printing in the minutes of that Convention. Newly elected officer may have ten days following the Convention to add any prizes she wishes to the list prepared by her predecessor.

11. Only one list of prizes shall be printed in the minutes, said list to include names of winners for the current year.

12. No prize shall be listed in the minutes for which a check has not been received by the Treasurer-General.

VIII DAYS OF OBSERVANCE

The birthdays of Jefferson Davis, President of the Confederate States (June 3), Robert E. Lee, Commander-in-Chief of the Confederate Army (January 19), Raphael Semmes, Rear Admiral of the Confederate States Navy (September 27), Commodore Matthew Fontaine Maury (January 14), Admiral Franklin Buchanan (September 17), Thomas J. (Stonewall) Jackson (January 21), and Memorial Day.

IX MISCELLANEOUS

1. The Organization shall annually place wreaths at the Lee Statue in Statuary Hall, United States Capitol on January 19th; on the Jefferson Davis Statue in Statuary Hall on June 3rd; on the Tomb of the Unknown Soldier at Arlington on Armistice Day and at the Confederate Monument, Arlington National Cemetery, on Confederate Memorial Day.

2. The die used in engraving the insignia of the United Daughters of the Confederacy shall be kept in the Business Office and lent only upon the written permission of the President-General.

3. Membership cards designed for the official use of the United Daughters of the Confederacy shall be used as receipts and a means of identification.

4. No person is eligible to U. D. C. membership on service record of any man who took the Oath of Allegiance prior to April 9, 1865.

5. The insignia of the United Daughters of the Confederacy shall be placed at the top of the cover of any book, pamphlet, program, etc.

6. No gifts of furnishings, books, or materials shall be accepted for Memorial Building with restrictions as to the use thereof.